



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Engineering Survey**

Class Code: 5604

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical work involving work in the field and office processing all survey data for the support of all County Survey Projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Utilize Computer Aided Design Drafting (CADD) software, personal computers and other types of software to process field data into preliminary and final survey drawings, under the direction of supervisor.

Reviews field notes and boundary information for accuracy and completeness. Maintains all survey records and provides survey information to other County Departments and the general public as necessary.

Assists the Quality Assurance section with the review of major road projects, right-of-way maps and roadway plans as necessary.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Considerable technical knowledge of field and office survey support procedures.

Ability to utilize field data collectors and associated software as collectors to download and process the information into preliminary engineering and final survey drawings utilizing CADD software, personal computers, and various types of other software. Ability to communicate effectively both orally and in writing. Ability to organize and manage database record keeping systems.

Associate's Degree in Surveying Technology and two (2) years' of progressively responsible technical surveying experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both office and fieldwork. Most office duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged walking or standing to perform assigned duties.